

Commonwealth of Virginia Human Resource Institute Certification Application

HRI Use

Curriculum complete List all class, seminars, etc. completed after 01/01/02 Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours you are in class. Date(s) Contact Hours are the actual number of hours of hours you are in class. Date(s) Contact Hours are the actual number of hours of hours you are in class. Date(s) Contact Hours are the actual number of hours of number of contact Date(s) Contact Hours are the actual number of hours of hours of number of contact Hours Date(s) Co	Section I: Curriculum Information								
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	Business Address	City	State	Zip					
	Work Phone Number	Fax Number							
Section III: Employee Professional Data									
Agency Name Agency Number	Agency Name	Agency Number							
Position Number Position Title	Dogition Number	Position Title							
Role Title Supervisor's Name	Role Title	Supervisor's Name							
Signature Date Supervisor Date		Supervisor		Date					
HRI Signatures Date Date	HRI Signatures Date			Date					
For Human Resource Institute Use Only									
Total Hours Certification	Total Hours	Certification							
Completed Area	Completed	Area							

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Section IV: Curriculum Information – For Consideration of Waivers								
PAST COURSE WORK TAKEN PRIOR TO JANUARY 1, 2002								
Course Title and Primary Objective and Learning			Contact	Course/s to be Waived				
Goa	ls		Hours					
	WORK EX	PER	IENCE					
Position and Description of Duties			How Long	Course/s to be Waived				
PROFESSIONAL CERTIFICATIONS								
Name of Certification	Date Received		General Description of Certification					
DECDEEC IN HD /DAVDOLL EVELD								
Degree Received	DEGREES IN HR/PAYROLL FIELD Degrees Possived Consentration Legitration Attended Dates							
Degree Received	Concentration		Institution Attended/Dates					

NOTE: The Human Resource Institute Committee may require proof or verification of courses taken, degrees or certifications, and work experience.